

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**April 26, 2018**

**PRESENT:** Patricia Finder-Stone, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Arlie Doxtater, Larry Epstein, Randy Johnson, Mary Derginer, Tom Smith, Sam Warpinski

**EXCUSED:** Amy Payne

**ABSENT:**

**ALSO PRESENT:** Laurie Ropson, Christel Giesen, Kristin Willems, Denise Misovec, Jennifer Hallam-Nelson, Allyson Crass, Bob Leurquin

The meeting was called to order by Chairperson Epstein at 8:32 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Ms. Finder-Stone/Ms. Lundberg moved to adopt the agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF MARCH 22, 2018:**

Ms. Lundberg/Ms. Bartlett moved to approve the minutes for the March 22, 2018 Meeting. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF FEBRUARY 2018 FINANCE REPORT:**

Ms. Giesen referred to the February, 2018 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for February, 2018.

Ms. Johnson/Mr. Smith moved to approve February, 2018 Financial Highlights, ADRC Summary and Restricted Revenue Report.

**MOTION CARRIED.**

**REVIEW AND APPROVAL OF RESTRICTED DONATIONS REPORT FOR FEBRUARY 2018:**

Ms. Giesen referred to the February, 2018 Restricted Donations report to highlight the new restricted donations and expenses from restricted donations in February.

**DIRECTORS REPORT:**

**A. BADGER TERRACE 60 DAY RECEIPT OF NOTICE (MARCH 22, 2018-MAY 22 LAST DAY) AND APPROVAL OF GWAAR CLOSURE SUBMISSION:**

Ms. Giesen explained that the ADRC had received formal receipt of notice for closure of the Badger Terrace congregate meal site. The last day will be May 22, 2018. As per procedure, the ADRC is required to submit a request for closure to GWAAR and to the ADRC Board of Directors for approval. This has been submitted and has been approved by GWAAR. Ms. Giesen explained that ADRC staff has conducted meetings to offer options to those that were participating in meals. In addition, all but 2 customers that applied for home-delivered meals were approved. The 2 that were not approved were connected to other resources.

Ms. Derginer/Ms. Bartlett moved to approve the dining closure submission as submitted to GWAAR. **MOTION CARRIED.**

**B. ATRIUM SEATING EMMONS QUOTE:**

Ms. Giesen and Ms. Ropson reviewed the quote and plan for additional Atrium seating. This will allow for additional seating for the congregate meal and for the Grounded Café. Ms. Giesen explained that funds were available for the cost of the seating.

Ms. Finder-Stone/Ms. Bartlett moved to approve the quote from Emmons Business Interiors and purchase of Atrium Seating. **MOTION CARRIED.**

**C. SUMMER FARMERS MARKET TEMP:**

Ms. Giesen is requesting that funds received from the Give Big Green Bay event be used to hire a LTE Grounded Café' Lead to work in the café in the summer on Saturdays during the downtown farmers market. Ms. Giesen believes it's an opportunity capitalize on the substantial customer traffic during the farmers market and another way for the ADRC to raise public awareness of the Grounded Café' and its mission. Ms. Giesen also explained this would also test the sustainability of opening the café outside of ADRC hours. Additional menu options will be added in the near future to give customers more choice and to increase sales. Additional conversation ensued. Mr. Epstein requested an update on the Grounded Café be added to the agenda in an upcoming board meeting.

Mr. Smith/Ms. Johnson moved to approve temporary LTE Grounded Café Lead position. **MOTION CARRIED.**

**D. AGING PLAN UPDATE:**

Ms. Giesen thanked the board for their participation with interviewing people to gain input for the next 3 Year Aging Plan. Ms. Giesen explained that there will be a total of 8 focus group meetings that have taken place or are scheduled for additional input. Ms. Giesen explained that there have been recurring themes in each meeting including the importance of socialization programs and lack of public knowledge of the ADRC support and resources. ADRC management staff will be meeting on May 1<sup>st</sup> to create goals based on customer feedback. The draft plan is due for submission to GWAAR in June. There will be public hearings on the draft plan with the final plan due in November, 2018. Additional conversation ensued.

**E. AUDIT REFLECTIONS:**

Ms. Giesen reported that once again the ADRC received very positive feedback from the 2017 audit. Ms. Giesen pointed out that one recommendation was to remove the board action to approve the Restricted Donations Report each month as only customers may restrict donations. The ADRC board can designate donations, but does not restrict donations. Ms. Giesen also explained that another recommendation is to create complete policy and procedures in regard to the Grounded Café. It is also recommended for the ADRC to recognize Brown County for its In Kind donation of ADRC building use.

The board extended compliments to any staff that works on any part of the financial/accounting process and congratulated them on another successful audit.

**STAFF REPORT: LAURIE ROPSON:**

Ms. Ropson shared information about marketing efforts from the Marketing Committee. Some successes in 2017 include all marketing and flyers for the Grounded Café, receiving over 1000 likes on the ADRC Agency Facebook page, success with boosting Facebook posts, conducting live Facebook videos and implementation of the free Asana application to track project tasks and deadlines. A project for 2018 is to update/modernize the ADRC website.

Ms. Ropson also shared that all personnel files have been scanned into Laser Fiche and Brown County is currently investigating the same process for them. Ms. Ropson shared that in 2017 she participated in a Kaizen project to focus on the process when the ADRC is requested to participate in outreach events. The team was able to reduce the steps by about 50% and greatly reduce the time needed to prepare documents and staff for the event.

Ms. Ropson referred to the 2017 Annual Report handout to show some of the highlights from 2017. The board suggested a video or PowerPoint document be created for board members to use when discussing the ADRC and available resources with other groups or in meetings. Ms. Ropson explained that this is in process. Additional conversation ensued.

**LEGISLATIVE UPDATES:**

Ms. Giesen invited the ADRC Board of Directors to participate in the trip to Madison for the Aging Advocacy Day Trip on May 16<sup>th</sup>. Ms. Giesen shared some proposed rule changes to the Lifeline Phone program that would potentially reduce options and raise cost for customers. Ms. Giesen encouraged board members to talk with their legislators if they felt moved to do so.

**ANNOUNCEMENTS:**

Ms. Bartlett reminded the Board to invite Caregivers to the retreat on Friday May 4<sup>th</sup> at the Ashwaubenon Community Center.

**NEXT MEETING – ADRC- 300 S. Adams St. May 24, 2018 at 8:30 AM.**

**ADJOURN:**

Ms. Maczka/Ms. Lundberg moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:13 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist